

VIRGINIA

HANOVER COUNTY AGRICULTURAL AGENT ANNUAL REPORT 1942

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AM-4

REPORT FILES
EXTENSION WORK

COUNTY AGENT ANNUAL REPORT

ANNUAL NARRATIVE REPORT

OF

J. C. STILES, COUNTY AGENT

HANOVER COUNTY

VIRGINIA

DECEMBER 1, 1942

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Annual Narrative Report of J. C. Stiles, County Agent, Ashland, Hanover County, Virginia, December 1, 1942.

COUNTY BOARD OF AGRICULTURE

The County Agricultural Extension Program has been conducted this year under the guidance of the County Board of Agriculture. This organization consists of thirty-one (31) members and has had five (5) meetings during the year. The minutes of these meetings follow:

Meeting of County Board of Agriculture, Feb. 10, 1942 at 1:00 P.M. Ashland High School Agricultural Building. Present: A. W. Hargrove, J. P. Billingsley, Dr. C. E. Myers, Ada Sanford, Thelma Hewlett, Mrs. P. M. Roberts, and John Fleming, Ashland Training School. Mrs. Kate White and P. E. Bauls had phoned they could not be present due to sickness.

The following Community Chairman designated. Also J. D. Hatchenson, Miss Sylvia Slocum, and Mr. W. W. Bure, Rural Organization Specialist.

Mr. Bure was called on to give an explanation of the objects of the meeting. This explanation was about the perfection of a working board of agriculture extending down into each neighborhood in the county. The following community chairmen were elected:

Rockville: Mrs. H. D. Hawthorne, Mrs. McCauley and A. C. Dabney

Montpelier: Mrs. Merle Jones, Mrs. Lansford Moody, R. G. May, and J. B. Wickham.

Beaverdam: Mrs. Colin White, Mrs. Grayson Barruss and C. W. Smith.

Ashland: Mr. Thomas Stanley, Mrs. J. McG. Thompson, and Mrs. Broadus Howard.

Washington-Henry: Walker Wingfield, Mrs. C. R. Norment and Mrs. George Smith.

Battlefield Park: T. E. West, Mrs. W. D. Whitehead and Mrs. Tom Coleman.

The County was divided into six communities and representatives of these communities were appointed to divide each community into neighborhoods, and the rural homes in these neighborhoods were to be located on the map, numbered, and a list of these rural homes made for each neighborhood, and six maps.

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There was a meeting of the Hanover County Board of Agriculture on April 3, 1942 in the Agricultural High School at Ashland at 4:00 P. M. Present: Dr. C. E. Myers, A. C. Dabney, H. D. Toler, A. M. Strong, R. G. May, W. R. Shelton, W. B. Newton, Mrs. J. McG. Thompson, C. C. Cochrane, C. W. Smith, John A. Hall, Mrs. Kate White, Mrs. W. D. Whitehead, Mrs. C. E. Myers, Stuart Oliver, A. W. Hargrove, J. P. Billingsley, Mrs. Willard Sullivan and H. D. Seal.

Minutes of the last meeting were read by Mrs. J. McG. Thompson in the

absence of Miss Ada Sanford.

Mr. Stiles reported that some of the committees had not returned the completed maps and listing sheets for their respective neighborhoods.

Victory Garden Program was discussed. W. E. Shelton reported that T. W. Wood & Sons had victory garden seed packages for families of five for \$2.50.

The Scrap Metal collection program was discussed and committees were instructed to continue to urge the collection of scrap iron and other scrap material and notify the County Agent's office, and a truck would be sent to pick this up - a junk dealer or W.P.A. truck.

J. W. Smith, Chairman of bond and stamp sales in the county was introduced, and Mr. Smith explained the bond and stamp sales program. The County Board of Agriculture was asked to put on the campaign for the pledging of all residents for the buying of bonds and stamps.

Neighborhood meetings to start pledge solicitation were set for Wednesday, April 8th at 8:00 P.M. Pledge campaign to close on the 20th of April.

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There was a meeting of the Hanover County Board of Agriculture on May 20, 1942 in the Agricultural High School at 3:00 P.M. Dr. C. E. Myers presided. Present: Dr. C. E. Myers, R. G. May, John A. Hall, J. B. Wickham, Mrs. W. D. Whitehead, A. C. Dabney, Walker Wingfield, J. P. Billingsley, E. W. Hargrove, Wm. B. Newton, Thelma Hewlett, H. D. Seal, Ada Sanford, J. C. Stiles, W. E. Shelton, Mrs. J. McG. Thompson. Visitors: G. A. Elcan, Miss Sylvia Slocum, J. Walton Hall.

County Agent Stiles explained the "Seven Point Program" to curb inflation as outlined by the president.

Miss Slocum discussed the price ceilings.

G. A. Elcan discussed, "How Does Inflation Help the Farmer and Organization to put this Program Before Farmers." It was moved and passed to utilize the commencement exercises to distribute the check sheets and folders, and at all other gatherings and individual contacts.

Mr. Stiles was asked to mail out material (folders and check list) to neighborhood chairmen. They are to use all practical means of contacting farmers. A letter to accompany the material sent out.

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On August 10, 1942 at 8:00 P.M. there was a meeting of the County Board of Agriculture at the Agricultural High School, Ashland, Va. Present: Dr. C. E. Myers, Wm. B. Newton, W. E. Shelton, A. W. Hargrove, H. D. Seal, Max Timberlake, C. C. Cochran, J. P. Billingsley, A. C. Dabney, Mrs. W. D. Whitehead,

J. E. Bousie, J. C. Stiles, Mr. & Mrs. J. McG. Thompson.

Mr. A. C. Dabney was nominated and elected unanimously as nominee for Supervisor for the Tidewater Soil Conservation District.

The winter legume program was discussed.

The soybean combine program was discussed. A meeting of combine men was suggested to work out a program to harvest soybeans - 3 groups suggested.

Scrap iron and rubber collection discussed. Mr. Bousie was asked to see Talley & Tyler and ask that they buy scrap iron and metal and rubber.

A committee, consisting of H. D. Seal, J. P. Billingsley and J. C. Stiles was appointed to work up a program for Professional Workers Council, and that such a meeting (Professional Workers Council) be called at an early date. H. D. Seal asked the aid of the agricultural workers in putting over the defense program - repair program, during the coming year.

The County Agent was asked to write the County Agent in Henrico County about scrap iron on W. T. Hood's Nursery Farm at Laurel.

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The first two meetings went into the completing of County Board of Agriculture Organization so as to reach down into each neighborhood so that there would be one committeeman and one committeewoman for each neighborhood of fifty or sixty families.

They also started the "Victory Garden" and scrap iron collection programs which were effectively put on.

It was found when the neighborhood maps were completed that in many neighborhoods, as outlined by the committeemen there were more than thirty families for each neighborhood worker. Our Board is now dividing these neighborhoods as fast as committee members can be obtained for these divisions. The County has now about completed the Board of Agriculture Organization, but one neighborhood has not had the homes located and families listed. The committee members elected did not function. Replacement of inactive committee members however are necessary from time to time.

The bond and stamp pledge program was very effectively put on by our committeemen. Our county has gone above their quota every month since the program was started.

The program to prevent inflation was put on by our board, but at such a busy time that the committee members contacted their people at school commencement and church gatherings.

PROFESSIONAL WORKERS COUNCIL

The Professional Workers Council has had four meetings during the

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year. All matters that have been presented to the County Board of Agriculture have first been discussed by the Professional Workers Council, and also by the USDA War Board.

This Board has also had four meetings. Minutes of these meetings follow:

On February 24, 1942 a meeting of the Hanover County USDA War Board was held at the County Agent's Office in Ashland, Va., at 9:00 A.M. Present: John A. Hall, Chairman, P. E. Rawls, J. P. Billingsley, A. W. Hargrove, J. C. Stiles.

A program to get scrap metal, etc. off the farms and into the channels of trade was discussed. It was decided to write each neighborhood chairman to have iron and metal scrap collected on farms and dealers asked to come around and buy it.

The Secretary was asked to contact the School Superintendent and ask him to write all school principals and have them ask their children to take messages home to collect scrap iron.

The farm machinery repair program was discussed. Montpelier, Ashland, Beaverdam and Rockville were all making some progress in the school shop's repair program.

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On September 2, 1942 the Hanover County Agricultural Defense Board met in the County Agent's Office at 3:00 P.M., Ashland, Virginia. Present: A. W. Hargrove, J. P. Billingsley, J. C. Stiles, T. E. West and P. E. Rawls had phoned they could not come, but had sent the information they had collected relative to farm machinery.

A. W. Hargrove was elected temporary chairman.

The information collected was tabulated. Thirty-nine (39) farms reported on these.

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On September 21, 1942 the Hanover County USDA War Board met in the County Agent's Office at 3:00 P. M., Ashland, Virginia. Present: John A. Hall, J. P. Billingsley and J. C. Stiles.

Farm Machinery Rationing Board appointed: John A. Hall, R. G. May, Cabell Luck, B. G. Fearnow and J. C. Stiles.

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On September 29, 1942 the Hanover County USDA War Board met in the County Agent's Office at 9:00 A.M., Ashland, Virginia. Present: John A. Hall, J. P. Billingsley and J. C. Stiles.

The application of E. L. Lindquist to build a barn costing \$2300.00

was approved since the barn had been burned in the past year or fifteen (15) months.

The farm machinery rationing board were designated as Cobell Bank, E. V. Carter, Alternates, E. F. Whitlock and E. G. May.

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4-H CLUB WORK

4-H Club work was fairly successful this year. A brief summary of the work follows:

Annual Report of Boys 4-H Club Work in Hanover County for Year Ending November 30, 1942.

Boys 4-H Club work in Hanover County in 1942 was conducted during the press of war work and possibly was not quite as successful as it might have been because of the extra calls on the County Agent's time.

Five clubs were organized at five of the six County High Schools. There was an enrollment of some seventy-four members who carried some ninety projects. The clubs held thirty meetings with an average attendance of fifteen. Summer meetings were not held due to the distance many of the members would have to travel. All of these schools had agricultural teachers and boys were not advised to take both the agricultural course and 4-H Club work. The County Agent advised them to drop 4-H Club work if they could not carry both. The following projects were listed:

Oorn.....	23	Sweet potatoes.....	1
Irish potatoes.....	1	Garden.....	16
Breeding pig.....	18	Sw and litter.....	2
Poultry.....	12	Dairy halfer.....	1

Forty record books on these projects were turned in. More could have been obtained but for the press of other work.

The pig club projects were the most successful of any. Six pork pig projects showed a profit of \$160.42. One sow and litter projects showed a profit of \$616.65. Seventeen breeding pig club projects showed a profit of \$182.71. Twelve of these boys have nice pure bred Hampshire gilts and ten of them have been bred. Seven of these gilts were taken to Richmond to a pig club show sponsored by Sears Roebuck & Company. Twelve club members and about ten parents and interested parties attended the show. The boys were given a dinner after the pigs were judged.

Milton Wickham of Beaverdam, Va., won the pure bred calf awarded by Sears Roebuck Company. One of the boys lost his pig and Sears Roebuck gave him another one. This pig was obtained in the County from another club member.

The cost of taking the seven pigs and the boys to the 4-H Pig Club

Show was borne by the Ashland Kiwanis Club of which the County Agent is a member. This club contributed \$50.00 for 4-H prizes, achievement pins (for girls also).

Total figures as shown on accompanying sheets are as follows:

	No. Members	Receipts	Expenses	Profit	Prizes
Garden.....	17	219.95	138.34	153.75	3.00
Crop.....	22	957.50	396.01	551.54	8.00
Poultry.....	11	412.42	285.63	140.76	3.00
Dairy Calf.....	3	100.00	35.00	65.00	
Pork Pigs.....	17	454.37	293.95	160.42	2.00
Sow & Litter.....	9	1132.50	516.85	616.65	6.00
Breeding Pigs.....	15	534.80	352.79	182.71	58.00
		3811.54	2018.57	1870.83	80.00

A recent check up shows that 95% of 4-H boys are buying war stamps and bonds, and about all of them are taking part in scrap collections, fire prevention, etc.

There were some nine pig and other live stock projects and several crop projects and four poultry projects from which the record books could have been obtained, as the members did do some fairly good project work. Some of these were included in the summary of work where the figures on total receipts and expenses appear. However, they were not considered in the number of records handed in.

FARM CREDIT

Relative to Farm Credit: We have had fewer calls for credit than in former years. The work of the County Agent has been to advise with the representative of the Production Credit, Crop Feed & Seed Loan Office, Farm Security Administration, and the Federal Land Bank relative to loans. We have also put farmers in touch with these agencies.

The Production Credit Association of Richmond loaned money to sixty-six (66) of our farmers for soybeans and for oil totaling \$1846.80. Only a few small loans have been made in Hanover County during 1942 by the other organizations mentioned above.

Farmers have done a good job of production of foods and feeds for use at home. This we think is largely because of the work of our neighborhood committeemen in putting on the "Victory Garden" program in the spring.

Nearly all of the county homes were contacted and much interest created by the work of these committees, and the publicity given their work at community meetings.

More work has been done in pasture improvement this year than in any previous years. 10,000 tons of AAA ground limestone were purchased by our farmers between July 1, 1941 and July 1, 1942. Of this amount 106 car loads were received in 1942.

These cars averaged a little more than 40 tons each, or a total of some 4350 tons received in 1942. There were at least 500 tons used in addition to above of lime obtained from Staunton and other commercial agencies. More alfalfa has been seeded than in any previous year. While we have not accurate records at this time some 300 acres have been seeded. Most of these are on single farm unit demonstration farms in cooperation with the Soil Conservation District Worker and the F.V.A. There are some fine demonstrations on these farms.

We have also obtained some 34 tons and 900 pounds of ~~same~~ phosphate from the F.V.A. and 500.2 tons of 18% and 30% superphosphate from the AAA. All of this has been used on pastures, alfalfa, lespediza and other clovers and grasses.

The F.V.A. phosphate was used on twenty-one single farm unit demonstrations, and the 500.2 tons of 18% to 30% superphosphate on 315 farms.

These applications of lime and phosphate this year and for the past several years resulted this year in the largest hay crop in the history of the county, and better pastures than ever before. More cattle are being grazed and fed than ever before, both dairy and beef cattle.

D. H. I. A. WORK

D. H. I. A. work has been connected with only six of the dairy herds of the county during the year. One herd dropped out and another has been taken on. There are some 350 to 400 dairy cattle on these farms. These dairymen are feeding better and getting better production because of this work.

VEGETABLE GARDENING

Messers L. C. Beamer and A. G. Smith visited the county last summer and fall at the request of the County Agent.

They visited truckers and attended one meeting each at Battlefield Park High School.

The subjects discussed at the meetings and objects of the farm visits were, "Control of Insects and Diseases Effecting Vegetables" and "Better Work In Handling, Grading, Marketing and Storing These Crops."

There were about twenty farmers at each of the meetings and considerable interest was shown.

A.A.A. WORK

There were 1461 participants in the 1942 AAA Program which ended June 30, 1942. There are 2520 farms in the county that are eligible to participate in the program. This includes quite a number of rural dwellers who have only three or four acres of cropland.

As stated elsewhere in this report 4350 tons of ground limestone and 500.2 tons of 18% to 20% superphosphate were received by our farmers through the A.C.A. Some 600 farmers received the lime and 315 received the phosphate.

We have found it very difficult to get checking for performance done this year, as committeemen are over worked on their own farms and few supervisors are available at this date, December 3, 1942. We are still unfinished. Some fifty to seventy-five farmers remain to be checked.

For the fall season our Agricultural Conservation Association has delivered to 250 farmers in lieu of 1943 payments some 20,889 pounds of Crimson Clover seed. This seeded an acreage of 1392 acres.

It is safe to say that more crimson clover seed have been seeded than in any previous year for many years, if ever.

Our A.C.A. has also placed some seed rye in the same way, but figures are not yet available as to exact amount.

Our Agricultural Conservation Association was also very active in the campaign to have soybeans seeded for oil. Some 4080 acres were pledged through the work of our committeemen, and some 10% more acreage was an indirect result of the work of our A.C.A. committeemen. Some few failed to seed the beans they pledged due to adverse weather and labor conditions, and some were cut for hay or turned under because they were not worth combining or threshing. However, most of our farmers are coming through with an average of twenty to thirty bushels per acre, and we think that there will be a good seeding next year. One farmer reported 1200 bushels from forty acres and he expected to seed more next year.

The County Agent has acted as Secretary to the County A.C.A. Committee, has attended many meetings other than the County Committee Meetings, and has taken much of the responsibility of putting on this program.

The County Agent gets the blame when things go wrong and not much of the credit for the many benefits of the AAA work. However, we have good strong county committeemen, a good chief clerk, and the program has worked well and the benefits have been worth probably ten times the cost of the program.

There were eight penalties incurred under the Wheat Marketing Quota Program. Five of these have been paid, only three remaining to be paid.

The benefits of the AAA Program are many and far reaching. The educational effect alone is worth much more than the cost had there been no material benefits.

The AAA has paid farmers to do what the County Agents have been advocating for years. Farmers have received the payments and learned first hand the value of good farm practices.

T. V. A. PROGRAM

There were twenty-one (21) active single farm unit demonstrators in this program. We have not yet received the farm record books from these demonstrators since the report to the T.V.A. is not due until December 20th.

These twenty-one farmers received $3\frac{1}{4}$ tons and 900 pounds of nitro-phosphate in the spring of 1942. As previously mentioned in this report. Some demonstrators had their fields come around to corn this year for the first time since they were phosphated, and they made the best average yield they ever made.

About half of the demonstrators have handed in report of their clippings from grass, alfalfa, pasture and clover fields from phosphated and un-phosphated areas. With only a few exceptions the phosphated fields showed a substantial increase over the unphosphated. Many farmers remarked that the grass stayed green in the phosphated pastures while near by pastures without phosphate dried out badly during the spring and summer drought.

We have not had field meetings on these demonstrations as we should have due to the rush of work for everybody, and the handicaps to travel.

These single farm unit demonstrations have been quite effective. They have put in strip farming on some of the farms. All are keeping records of the effect of the phosphate and lime used. One dairyman remarked that the biggest effect of the T.V.A. program on his farm was evident in his milk buckets at milking time.

Another neighbor of a demonstrator who had corn across the creek from the demonstrator made less than half the yield and he wanted to know how he could get some of that "stuff" that will make a crop like that.

INOCULATION OF HOGS AND CATTLE

The County Agent has had more calls than usual to inoculate hogs, particularly during the latter four months of this year. Some 700 to 800 hogs have been inoculated.

Two farmers have been taught how to use the serum and virus against cholera, and permits have been obtained for these farmers to give this treatment.

Hog cholera has appeared in some eight neighborhoods of the county, but these cases have been isolated and the hogs around inoculated so that the disease has not spread.

One man has assisted the County Agent in inoculation hogs when the Agent was too busy with other work to do the inoculating.

TENTATIVE PLAN OF WORK FOR 1949Major Projects:

1. Have a well organized County Board of Agriculture to meet four times each year and plan and aid in carrying out the Extension Program. This plan to include representatives from six communities, these communities to be divided into some seventy-five (75) neighborhoods.

4-H Club Work

2. To have five organized clubs with an enrollment of 100 members. Leaders. To carry the following projects: Corn, Poultry, Breeding Pigs, Fat Pigs, Potatoes, Garden, and Dairy Calf.
To take a judging team of club members to the State Fair to participate in the judging contest.
To take ten (10) members to a summer club camp, if one is held.
To send exhibits of corn, poultry, and vegetables to the State Fair.
Send two or more members to the State 4-H Camp.
3. To give all needy farmers unable to obtain credit elsewhere the information and help necessary to obtain Federal Seed, Feed and Fertiliser Loans.
4. To urge upon farmers the necessity of producing their living at home and producing better quality products at lower cost.
5. To carry adult demonstrations as follows: Pasture improvement 50, alfalfa 12, corn 10, lime 500, poultry 12, phosphate on pasture grasses etc. 20.
6. To increase the acreage of soil conserving crops in the county 20%.
7. To hold group discussion meetings at six points in the county when such meetings are needed.
8. Conduct Single Farm Unit Demonstrations under the F.V.A. Extension Program on 22 farms.
9. Cooperate with J. P. Billingsley, Soil Conservation Representative in Soil Conservation District work.
10. Further the Agricultural Defense Program as much as possible. By working towards production goals through the U.S.D.A. War Boards and County Board of Agriculture; assisting in scrap iron and metal collection through the same organization.

Minor Projects:

1. To further the work of D.H.I.A. as much as possible.
2. To hold field meetings at demonstrations wherever practical in demonstrations with Sweet Potatoes, Lime, Lespedeza, Phosphate and Single Farm Unit Demonstrators.
3. To do only as much inoculation of hogs to prevent cholera as is absolutely necessary.
4. To hold Achievement Day in cooperation with the Home Demonstration Agent.
5. To conduct Agricultural Conservation work on 1200 to 1500 farms under the Agricultural Conservation Program.

6. Aid farmers in refinancing indebtedness through the Farm Credit Administration.
7. To hold an annual gathering of farmers and farm families in the fall of 1942. This is to be a field day, or farmers picnic.
8. Publish a weekly column in the county paper, and give the Richmond daily papers accounts of all worthwhile undertakings. (Also local paper).
9. Do some work with WVA Broadcasting Station, also WBSG. This work to consist of conversational programs using leading farmers to put on the program.
10. Have farm records kept on 22 farms. This will be the single farm unit demonstrators.

The Plan of Work for 1943 will follow substantially the plan for 1942, except for the emphasis that will be given to war work. Every effort will be made to make all work contribute to the winning of the war.

The County Agent's War Work May Be Divided Into the Following:

- I. Production of food products including soybeans.
Prevention of Inflation.**
- II. U.S.D.A. War Board Work.**
- III. Salvage Work.**
- IV. Advisory work with Ration Board.**
- V. Setting up County Farm Machinery Rationing Board and the handling of
this work.**
- VI. Setting up and handling of the County Farm Transportation Committee.**
- VII. Advisory to the Draft Board.**
- VIII. Voluntary Meat Rationing Program.**

1. Production of Food Products Including Soybeans

The production of food for freedom program has been partly covered under the Victory Garden and production of soybeans for oil. Neighborhood committee members under the County Board of Agriculture did the Victory Garden work. A circular letter was sent out to farmers and printed matter was distributed by the committee members to each rural home in the county.

The reports indicated that bigger and better gardens were planned by nearly everyone, and the results indicate that more garden products were produced and saved than for many years.

Triple "A" committeemen did most of the work on canvassing for soybean production for oil. Results obtained indicates that they did a good job.

Much publicity has also been given to the need of our war program for more eggs, chickens, pork, beef, milk, etc. Two radio talks by the County Agent brought out the need for these products.

At meetings of adults and 4-H Clubs this foods for freedom program was emphasized also.

1. Prevention of Inflation

The prevention of inflation program has been discussed in another part of this report.

11. U.S.D.A. War Board Work

The minutes of the USDA War Board which are a part of this report indicate some of the matters discussed and some of the actions taken.

The War Board acted upon some eight or ten applications for building permits for farmers to build barns, residences, etc.

They also set up the Farm Machinery Rationing Board which has functioned effectively. However, the burden of this work has fallen on the County Agent.

111. Salvage Work

The salvage work has been conducted by the County Agent as Chairman of the County Salvage Committee.

The Board of Agriculture Committee Members advised all homes to collect scrap iron when they worked on the Victory Garden program. A great many farmers collected and sold their scrap metal at this time. Later we put on a program through the schools. Some excellent work was done by the schools.

Some of the schools collected some 30,000 to 40,000 lbs.

Later we secured the use of W.P.A. trucks to collect scrap and we sent a letter to all rural homes with a card enclosed on which to report the amount of

scrap metal collected on the various farms. Some 300 to 400 of these cards were returned. The total amount of scrap metal collected and sold will run around 500 to 600 tons.

The scrap rubber drive was handled effectively also. A number of stores and filling stations were designated as buying agents and some 17.7 tons of rubber were collected.

The Salvage Program is still progressing. We have the F.P.A. trucks again and they are picking up scrap wherever we have a record of it's being collected.

IV. Advisory Work With Nation Board

The Nation Board of the County has called upon the County Agent frequently for information relative to the farming operations of applicants for gasoline and tires. This information has been given in every case even though it took several days to obtain it in some cases.

V. Setting up County Farm Machinery Nationing Board and the Handling of This Work

This farm committee has had a number of meetings to pass on applications for machinery before the freezing order took effect. There were a number of approvals and rejections of these applications.

The committee took a very serious view of the matter and did not approve applications that did not show a need for and adequate use for such machinery.

VI. Setting up and Handling of the County Farm Transportation Committee

One of the more recent jobs assigned the County Bar Board was the setting up of the County Farm Transportation Committee. This was done and the filling in of applications for Certificates of Bar Necessity was handled through the high schools by the High School Principals. These have been handled by the County A.G.A. Office, and quite a bit of clerical work has been necessary and will be necessary as many of the Certificates of Bar Necessity are obviously wrong and will be need to be corrected.

The bulk of this work again falls on the County Agent as the members of the Transportation Committee are all busy men who have all they can do and can only give a small amount of time to this work.

VII. Advisory to the Draft Board

The County Draft Board has also requested information relative to the farming operations of registrants. This information has been given in every case.

VIII. Voluntary Meat Rationing Program

The Voluntary Meat Rationing Program has been put on by the County Board of Agriculture.

The County Agent, at the request of this board sent letters to all neighborhood workers to attend meetings at the six high schools of the County.

The Agricultural and Home Economics Teachers or some other designated leader attended these meetings and explained the "Share the Meat" or "Voluntary Meat Rationing" program. These meetings were well attended by most of the committee members on November 30th at 8:00 P. M.

The rural homes of the county are being contacted this week by the committee members and leaflets left at all homes, and the cooperation of the home owner in this program is being solicited. Only one committee member has reported to date (December 3rd). He saw fourteen families all of whom agreed to cooperate.

Some of the Circular Letters sent out from the County Agent's
Office during 1942

UNITED STATES DEPARTMENT OF AGRICULTURE

U. S. D. A. DEFENSE BOARD

Ashland, Virginia
October 19, 1942

On October 22^d, 23, 24th, at all High Schools, all owners or operators of farm trucks (trucks that 51% or more of their use is for hauling products to or from the farm) are required to make application for "Certificate of Necessity." Without this Certificate trucks cannot operate. Hold application blank you have received from Detroit and bring it with you to one of the High Schools on Thursday, Oct. 22nd, Friday, Oct. 23rd, 3:00 P.M. to 9:00 P.M., and either of these High Schools, Sat., October 24th, 9:00 A.M. to 6:00 P.M. The School Principals will have charge of the filling in of these forms. The Hanover County Farm Transportation Committee will pass on the applications after they have been filled in.

Yours very truly,

John A. Ball, Chairman
Hanover County Farm Transportation Committee

JOS/s

UNITED STATES DEPARTMENT OF
AGRICULTURE, EXTENSION SERVICE

State of Virginia

Ashland, Virginia
September 10, 1942

To Sweet Potato Growers:

Food will win the war and write the peace! This statement as true today as when it was first made twenty-five years ago.

Will you come to Battlefield Park Agricultural High School; Tuesday, September 15th at 8 p.m. and hear Mr. A. G. Smith of the Virginia Agricultural Extension Division, discuss the truck farmers part in producing this food.

Yours very truly,

J. C. Stiles,
Hanover County Agri. Agent

JOS:RV

**COOPERATIVE EXTENSION WORK IN
Agriculture & Home Economics**

State of Virginia

Extension Service

**Ashland, Virginia
November 11, 1942**

Dear Fellow Workers:

From November 30th, to December 5th, the government expects all families, both rural and urban, to be contacted relative to "SHARE THE MEAT" Campaign.

We are asked to call a meeting in the Agricultural Building of the Henry Clay High School on Monday, November 16th, at 3:30 P.M. at which time this program will be explained. This is a part of our war program and we do not think excuses will be in order.

Miss Ella Luck of Richmond and a representative of the State Nutrition Committee will explain the program.

Yours very truly,

Ada W. Sanford, Secretary
County Board of Agriculture

J. C. Stiles, Chairman
Professional Workers Council

JCS/s

**COOPERATIVE EXTENSION WORK IN
AGRICULTURE & HOME ECONOMICS**

State of Virginia

Extension Service

**Ashland, Virginia
November 27, 1942**

Dear Neighborhood Leader:

Please attend an **IMPORTANT MEETING** of the leader for your community at one of the following Agricultural High Schools in Hanover County: Ashland High School, Rockville High School, Montpelier High School and Beaverdam High School, Washington Henry High School and Battlefield Park High School, Monday November 30, at 8:00 P.M.

We have to take steps to inform the people in each neighborhood about the voluntary meat rationing program, and other matters pertaining to winning the war.

It is very important that you attend as our Country needs your services on the home front.

Yours very truly,

Ada W. Sanford, Secretary
Hanover Co. Board Agriculture

By: J. C. Stiles
County Agent

JCS/s

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration

Ashland, Virginia
April 7, 1942

Dear Sir:

We find it necessary to make a farm to farm canvass in Hanover County to get farmers to grow 4000 acres or more of soybeans to be harvested next fall for oil. The Government needs this information to plan for War activities. This work can be done at night as well as daytime. Please come to the County Agent's Office immediately upon receipt of this notice and receive instructions and necessary papers to begin work.

The County has been divided into 18 communities of about 150-175 farms each. You will be asked to visit only the farms in your community. However, if you wish you may contact farms in other communities also. The rate of pay for doing this work will be \$4.00 per day.

A telegram from the State Office asks that we call a meeting of all our A.C.A. Committeemen for Friday, April 10th at 9 a.m. in Sunday School Room, Methodist Church on College Grounds to plan for stimulation of production of soybeans for oil.

We must win the war and oil is needed to take the place of the oil we've been importing from Japan and the East Indies.

Please be on time.

Yours truly,

J. Edward Stanley, Acting
Chief Clerk, Hanover A.C.A.

J. C. Stiles, Secretary

JCS:EV

UNITED STATES DEPARTMENT OF AGRICULTURE -- U.S.D.A. WAR BOARD

Ashland, Virginia
August 14, 1942

Dear Sir:

The Hanover County USDA War Board has arranged with the WPA Office in Richmond to send trucks into the county to collect scrap metal for two weeks beginning August 31.

In order for these trucks to visit your place you must notify J. C. Stiles, County Agent that you have this metal collected and about how much you have. Our Government needs this metal to Win the War. The men with the trucks will weigh the scrap and give you a Federal Government receipt and in about a week or ten days you will receive a check, unless you want to donate the scrap to the Government. Local trucks may be employed to haul the scrap.

All kinds of scrap metal are wanted; this included galvanized iron such as water tanks, also old heavy wire fencing, etc. Our trucks will not have time to gather up this material on the farms. It is your duty as a citizen to look up every bit of scrap metal on the farm, put it all in one pile, and notify County Agent, J. C. Stiles at once about what you have and where it is.

Use the enclosed post card which requires no stamp to reply. Do it Now!

Yours very truly,

John A. Hall, Chairman
Hanover County USDA War Board

J. C. Stiles, Secretary
Hanover County USDA War Board

JCS:EV

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration

Ashland, Virginia
July 15, 1942

TO ALL COMMUNITY COMMITTEES:

Beginning August 15, 1942, farmers may obtain crimson clover, Anstrain Winter peas, vetch, and annual ryegrass seeds as a Grant of Aid material in lieu of their AAA payments under the 1943 Agricultural Conservation Program just as we have been obtaining lime and phosphate.

The deduction rates for these seed are as follows:

Crimson Clover.....	\$12.50	per	hundred	weight.
Anstrain Winter Peas.....	6.93	"	"	"
Hairy Vetch.....	12.03	"	"	"
Willamette Vetch.....	8.43	"	"	"
Annual Ryegrass.....	6.93	"	"	"

Please tell all farmers whom you contact of the availability of these seed and stress upon them the importance of winter cover crops so they may take advantage of this offer. We will have greater difficulty in obtaining commercial fertilizers for the duration of the war. Winter cover crops make less fertilizer necessary.

We hope to be able to get lime and phosphate as Grant of Aid also under the 1943 AAA program, but to date we haven't heard anything definite on these materials.

Yours very truly,

J. C. Stiles, Secretary
Bancroft County A.C.A.

J. Edward Stanley
Chief Clerk

JES:RV

Va. Agr. & Mechanical
College and Polytechnic
Institute & U.S. Dept. of
Agr., Cooperating

Extension Service
Ashland, Virginia
May 22, 1942

TO ALL COMMITTEEMEN AND COMMITTEEWOMEN:

We are again requested to do something for our country to aid the war effort. However, this is very little compared to what our fighting forces will be ordered to do.

Our County Board of Agriculture Committeemen and Committeewomen are asked to distribute the check sheets and folders enclosed to the residents of your neighborhood. Each family should have a check sheet and folder. The object of this work is to inform people on the President's 7 Point Program to prevent further inflation. Unless people are informed on this program it will not work so well as people will not know enough to cooperate with it. You are asked to distribute this material in anyway that you can. At a recent meeting of our County Board of Agriculture it was recommended that these be distributed at High School Commencement Exercises by our neighborhood committee members after some appropriate remarks have been made by some one to those attending Commencement. Mr. J. Walton Hall agreed to make those remarks if requested to do so by the neighborhood committee members. They may also be distributed at Church and Sunday School.

Read this material, understand it and do the best job you can of contacting your neighbors and distributing the folders and check sheets. These sheets should be checked by each family and kept by them. They will not be collected. If you can check the sheet with the farm families - so much the better.

If you want one or more neighborhood meetings, arrange for them and notify us a few days ahead and we will have some one attend the meeting to help you in presenting the matter.

Congratulations on the Bond Pledge Campaign. Hanover seems to have made one of the best records in the state.

Yours for continuance of our way of life.

J. C. Stiles,
Hanover County Agricultural Agent

JCS:EV

has these check
sheets and folders.

NEIGHBORHOOD LEADERS

Ashland, Virginia
November 10, 1942

Dear Neighborhood Leader:

Neighborhood leaders are practically drafted for the duration. They are to carry messages from the government to the people. They will shortly be called upon to contact the people in their communities relative to the meat rationing program. Neighborhoods where one leader has more than thirty(30) families should be divided into smaller neighborhoods. We expect you to tell us who should be appointed in your neighborhood if yours is one of the larger neighborhoods. A self addressed envelope is enclosed for reply.

Yours very truly,

J. C. Stiles, Secretary
Board of Agriculture

JCS/s

Encl.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

U. S. Department of Agriculture
and State Agricultural Colleges
Cooperating

Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

This report form is for use by county extension agents in making a combined statistical report on all extension work done in the county during the year. Agents resigning during the year should make out this report before quitting the service.

State Virginia County Warren

REPORT OF

Chas. W. Sanford
(Name) Home Demonstration Agent.

From Apr. 30, 1941 to Dec. 1, 1942

Assistant Home Demonstration Agent.

From _____ to _____, 194__

4-H Club Agent.

From _____ to _____, 194__

Assistant County Agent in charge of Club Work.

From _____ to _____, 194__

J. C. Stiles
Agricultural Agent.

From Apr. 30, 1941 to Dec. 1, 1942

Assistant Agricultural Agent.

From _____ to _____, 194__



READ SUGGESTIONS, PAGES 2 AND 16

Approved:

Date _____

State Extension Director.

SUGGESTIONS RELATIVE TO THE PREPARATION OF THE COUNTY EXTENSION AGENT'S ANNUAL REPORT

- Six good reasons may be listed as to why an extension worker should prepare a comprehensive annual report.
1. The annual report is an accounting to the taxpaying public of what the extension worker has accomplished during the year.
 2. It is a record of the year's work put into shape for ready reference in later years by the extension worker himself, or by his successors.
 3. The annual report affords the extension worker opportunity to place his activities and accomplishments before superior officers, who form judgments as to which workers are deserving of promotion or best qualified to fill responsible positions when vacancies occur.
 4. The inventory of the past year's efforts and accomplishments enables the extension worker to plan more effectively for the coming year.
 5. An accurate report of his work is a duty every scientific worker owes to the other members of his profession.
 6. Annual reports are required by Federal law.

From four to six copies of the annual report should be made, depending upon the number required by the State office: One copy for the county official, one copy for the agent's files, one or more copies for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. The report to the Washington office should be sent through the State extension office.

NARRATIVE SUMMARY

A separate narrative report is desired from the leader of each line of work, such as county agricultural agent, home demonstration agent, boys' and girls' club agent, and Negro agent. Where an assistant agent has been employed during a part or all of the year, the report of his or her work should be included with the report of the leader of that line of work. Where an agent in charge of a line of work has quit the service during the year, the information contained in his or her report should be incorporated in the annual report of the agent on duty at the close of the report year, and the latter report so marked.

The narrative report should summarize and interpret under appropriate subheadings the outstanding results accomplished in helping rural people to solve their current problems and to make adjustments to changing economic and social conditions.

A good narrative report should enable the reader to obtain a comprehensive picture of—

1. What was attempted—the program as outlined at the beginning of the year.
2. How the work was carried on—the teaching methods employed.
3. The cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.
4. Definite accomplishments, supported by objective evidence.
5. Significance of the year's progress and accomplishments in terms of better agriculture, better homemaking, improved boys and girls, better rural living, etc.
6. How next year's work can be strengthened and improved in light of the current year's experience.

The following suggestions are for those agents who wish to prepare a better annual report than the one submitted last year:

1. Read the definitions of extension terms on the last page of this schedule.
2. Read last year's annual report again, applying the criteria for a good annual report discussed above.
3. Prepare an outline with main headings and subheadings.
4. Go over the information and data assembled from various office sources.
5. Decide upon a few outstanding pieces of work to receive major emphasis.
6. Employ a newspaper style of writing, placing the more important information first.
7. Observe accepted principles of English composition.
8. Include only a few photographs, news articles, circular letters, or other exhibits to illustrate successful teaching methods. Do not make the annual report a scrapbook.

STATISTICAL SUMMARY

Where two or more agents are employed in a county they should submit a single statistical report showing the combined activities and accomplishments of all county extension agents employed in the county during the year. Negro men and women agents should prepare a combined statistical report separate from that of the white agents.

Provision is made in the report form for each agent to report separately the teaching activities he or she conducts or participates in during the report year. County totals are the sum of the activities of all agents minus duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers or families assisted in making some improvement or definitely influenced to make a change, such as improvement of change may be the outcome of any phase of the program for men, women, older rural youth, or 4-H Club boys and girls. Only the treatment or change taking place during the current year as the result of extension effort should be reported. Certain types of information on the status of farm and home practices should not be included for use on the national level: the statistical data on the year's extension activities and accomplishments must be expressed in somewhat broad and general terms. Each State extension service may desire to include in a statistical supplement additional information on problems and activities peculiar to the State or sections of the State.

GENERAL ACTIVITIES

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)
1. Months of service this year (agents and assistants)		17		12	XXXXXXXX 283 W R
2. Days devoted to work with adults ³		199		261	XXXXXXXX 0 4-7
3. Days devoted to work with 4-H Clubs and older youth ³		83		50	XXXXXXXX 2-46 0-10-19
4. Days in office ⁴		118		9085	XXXXXXXX 37-1-19
5. Days in field ⁴		163 ²⁸¹		221 ³⁰⁷	XXXXXXXX
6. Number of farm or home visits made in conducting extension work ⁴		665		539	1204
7. Number of different farms or homes visited		425		520	945
8. Number of calls relating to extension work	(1) Office	215		2520	2735
	(2) Telephone	227		1234	1561
9. Number of news articles or stories published ⁴		81		56	137
10. Number of bulletins distributed		675		159	825
11. Number of radio talks broadcast or prepared for broadcasting		14		8	22
12. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number	17	18	35
		Total attendance of:			
	(b) Men leaders	8		273	281
	(c) Women leaders	241		47	288
	(2) 4-H Club and older youth	(a) Number		31	31
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	(a) Number	71	393	393
		(b) Total attendance	711	114	185
	(2) 4-H Club and older youth	(a) Number	64	380	1091
		(b) Total attendance	875		64
					875
14. Number of adult result demonstrations conducted			120	120	
15. Meetings held at such result demonstrations	(1) Number				
	(2) Total attendance				
16. Tours conducted	(1) Adult work	(a) Number			
		(b) Total attendance			
	(2) 4-H Club and older youth	(a) Number			
		(b) Total attendance			
17. Achievement days held	(1) Adult work	(a) Number			
		(b) Total attendance			
	(2) 4-H Club and older youth	(a) Number	2		2
		(b) Total attendance	74		74

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
² County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.
³ The sum of questions 2 and 3 should equal the sum of questions 4 and 5.
⁴ Do not count a single visit to both the farm and home as two visits.
Do not count items relating to notices of meetings only.

EXTENSION ORGANIZATION AND PLANNING

33. County extension association or committee (includes agricultural council, home demonstration council, and 4-H councils or similar advisory committees; also farm and home bureaus and extension associations in those States where such associations are the official or quasi-official agency in the county cooperating with the college in the management or conduct of extension work):

(a) Over-all or general (1) Name Lundy Rural by Questionnaire (2) No. of members 30
 (b) Agricultural (1) Name (2) No. of members
 (c) Home demonstration (1) Name (2) No. of members 32
 (d) 4-H Club (1) Name (2) No. of members
 (e) Other youth (1) Name (2) No. of members

34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):
 (a) Agricultural 7 (b) Home demonstration (c) 4-H Club (d) Older youth

35. Total number of communities in county (2) No. of members 6
 36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees (2) No. of members 6

37. Number of clubs or other groups organized to carry on adult home demonstration work (2) No. of members 11

38. Number of members in such clubs or groups (2) No. of members 309

39. Number of 4-H Clubs. (Same as question 17a, page 14). (2) No. of members 14

40. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (Same as question 18b, page 14).
 (1) Men 75 (2) Older club boys 20
 (3) Women 120 (4) 4-H Club and older youth work (5) Older club girls 20

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (and use planning or over-all planning) group, if any, sponsored by the Extension Service Lundy Rural by Questionnaire
 43. Number of members of such county agricultural planning group: (1) Men 12 (2) Youth 3
 (a) Unpaid lay members: (1) Men 10 (2) Women 60 (3) Women 3

44. Number of communities with agricultural planning committees (and use planning or over-all planning) (1) Men (2) Youth
 (a) Paid representatives of public agencies or other agencies, or of organizations: (1) Men (2) Women

45. Number of members of such community planning committees (a) Men (b) Youth
 (c) Women (d) No

46. Was a county committee report prepared and released during the year? (a) Yes (b) No

47. Days devoted to line of work by	Extension organization and planning ¹		County agricultural planning ²		Total ³
	(1)	(2)	(1)	(2)	
(1) Home demonstration agents	77	27	35		64
(2) 4-H Club agents	18		20		38
(3) Agricultural agents	6		1		7
(4) State extension workers	6		6		12
(1) County	24		7		31
(2) Community	131		25		156
	390		50		440

48. Number of planning meetings held (1) County (2) Community

49. Number of unpaid voluntary leaders or committeemen meeting this year

50. Days of assistance rendered by voluntary leaders or committeemen

¹ Where extension program planning and county agricultural planning (and use of over-all planning) have been completely merged into a single program of planning activity, only extension (c) should be filled out. Where extension program planning is the only planning activity, the statistics in column (c) and (d) will be identical. In all other cases column (c) is the sum of extension (c) and (d).

CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	Potatoes	Cotton	Tobacco	Potatoes and other root crops	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Homedemonstration agents									1	
(2) 4-H Club agents										
(3) Agricultural agents	11	11	3	11	5			3		10
(4) State extension workers										
52. Number of committees in which work was conducted this year	6	6	6	6	6			3		6
53. Number of voluntary local leaders or committeemen assisting this year		3		30	20			4		10
54. Number of items assisted this year—										
(1) Obtaining improved varieties or strains of seed	5		50	60	50			25		
(2) The use of lime		500	300	200	500					20
(3) The use of fertilizers	50	50	25	200	500					25
(4) Controlling plant diseases		10						20		10
(5) Controlling injurious insects								5		10
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals										

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Dairy cattle	Beef cattle	Sheep	Pigs	Horses and mules	Poultry (including turkeys)	Other livestock
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—							
(1) Home demonstration agents						14	
(2) 4-H Club agents							
(3) Agricultural agents	12	10	2	69		8	
(4) State extension workers				4			
56. Number of communities in which work was conducted this year	6	4	1	15		7	
57. Number of voluntary local leaders or committeemen assisting this year				3		3	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year				1			
59. Number of members in such circles, clubs, or associations				16			
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals	6						
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males				1			
(2) Obtaining purebred or high-grade females				8			
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXX	XXXX	XXXX	XXXX	XXXX	1	XXXX
(4) Improving methods of feeding	6			10		6	
(5) Controlling external parasites	1						
(6) Controlling diseases and internal parasites			2	12		8	
(7) Controlling predatory animals							

¹ Do not include rabbits, game, and fur animals, which should be reported under wildlife conservation.

CONSERVATION OF NATURAL RESOURCES

Include all work with adults, 4-H Club members, and older youth.	Soil management (a)	Forestry (b)	Wildlife conservation (c) *
62. Days devoted to line of work by—			
(1) Home demonstration agents.....			
(2) 4-H Club agents.....			
(3) Agricultural agents.....	14	1	
(4) State extension workers.....	1	1	
63. Number of communities in which work was conducted this year.....	1	1	
64. Number of voluntary local leaders or committeemen assisting this year.....	30		

Soil Management—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types.....	35
(b) In the use of recommended crop rotations.....	40
(c) With strip cropping.....	3
(d) In constructing terraces.....	
(e) In grassing waterways or otherwise preventing or controlling gullies.....	6
(f) With contour farming of cropland.....	25
(g) In otherwise controlling wind or water erosion.....	
(A) In contouring pasture or range.....	
(i) In the use of cover or green-manure crops.....	800
(j) In summer-fallowing.....	
(k) In making depth-of-moisture tests.....	
(l) With drainage.....	
(m) With irrigation.....	
(n) With land clearing.....	
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts.....	1
(b) Voluntary soil-conservation associations.....	
(c) Grazing associations.....	

Forestry—Continued

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings).....	
(b) In making improved thinnings, weedings, or pruning of forest trees.....	
(c) With selection cutting.....	5
(d) With production of naval stores.....	
(e) With production of maple-sirup products.....	
(f) In timber estimating and appraisal.....	2
68. Number of farmers cooperating this year in prevention of forest fires.....	

Wildlife Conservation—Continued

69. Number of farmers assisted this year in making specific improvements for wildlife.....	
--	--

* Include nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth		Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, ¹ tenancy, and other management problems	Farm credit (short and long term)	Outlook information
		(a)	(b)	(c)	(d)
70. Days devoted to line of work by	(1) Home demonstration agents.....				14
	(2) 4-H Club agents.....				
	(3) Agricultural agents.....	11	7	3	
	(4) State extension workers.....	1	1		
71. Number of communities in which work was conducted this year.....		8	10	6	17
72. Number of voluntary local leaders or committeemen assisting this year.....					70
73. Number of farm-survey records taken during the year:	(a) Farm business.....				
	(b) Enterprise.....				
	(c) Other.....				6
74. Number of farmers assisted this year in keeping—	(a) Farm inventory.....	22			
	(b) General farm records.....	22			5
	(c) Enterprise records.....				
75. Number of farmers assisted this year—	(a) In developing a farm plan only.....	22			
	(b) In developing a farm and home plan.....				
	(c) In analyzing the farm business.....	22			
	(d) In improving landlord-tenant relations and leasing arrangements.....				
75. Number of farmers assisted this year—Continued.					
	(e) In getting started in farming, or in re-locating.....				6
	(f) With credit problems (debt adjustment and financial plans).....				5
	(g) In using "outlook" to make farm adjustments.....				
	(A) With a farm-income statement for tax purposes.....				
	(i) With farm-labor problems.....				
	(j) In developing supplemental sources of income.....				

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and older youth		Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional competition, etc.)	Land policy and programs (classification of land zoning, tenure, land development, settlement, public-land management, etc.)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural works programs, etc.)
		(a)	(b)	(c)	(d)
76. Days devoted to line of work by	(1) Home demonstration agents.....	3			1
	(2) 4-H Club agents.....				
	(3) Agricultural agents.....	5	5	5	3
	(4) State extension workers.....	2			
77. Number of communities in which work was conducted this year.....		6	3	2	4
78. Number of voluntary local leaders or committeemen assisting this year.....		125			
79. Number of tours conducted this year to observe economic and social conditions in various land use areas.....					
80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) assisted this year in discussing problems of local government, public finance, and farming conditions related to these problems.....					
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural).....					
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year.....					

¹ Include all work on farm adjustments conducted in cooperation with AAA and other agencies, and not definitely related to individual crop or livestock production or marketing (pp. 6 and 9) or to soil management (p. 7).

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and other youth	General	Grain and hay	Livestock and wool	Dairy products	Poultry and eggs	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents											9
(2) 4-H Club agents											
(3) Agricultural agents	10		6	4	6	15		2			2
(4) State extension workers											
84. Number of communities in which work was conducted this year	3		4	3		5					
85. Number of voluntary local leaders or committeemen assisting this year					4			4			9
86. Number of new cooperatives ² assisted in organizing during the year					4						5
87. Number of established cooperatives ² assisted during the year											
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87)					4						1
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ²	\$	\$	\$	\$	\$3000	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year	20		20	17		35					
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$400	\$	\$1,000	\$1,000	\$	\$1,000	\$	\$	\$	\$	\$
92. Number of private marketing and distributing agencies and trade groups assisted this year											1
93. Number of programs ² pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ² participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											9
96. Number of special merchandising programs ² participated in or conducted this year											
97. Number of consumer information programs ² pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ² relating to marketing services and costs of distribution conducted this year											
99. Number of programs ² relating to transportation problems conducted this year											1
100. Number of programs ² relating to the specific use of market information conducted this year											
101. Number of other marketing programs ² conducted this year (specify)											

¹ Include livestock, poultry, and hatching eggs purchased for breeding, replacement, or feeding purposes.
² Where a cooperative association serves more than one county, include only the membership and proportionate volume of business originating in the county covered by this report.
³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and older youth	The lotus, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents	45			
(2) 4-H Club agents		1	2	3
(3) Agricultural agents	1			
(4) State extension workers		1	5	6
103. Number of communities in which work was conducted this year	12			
104. Number of voluntary local leaders or committeemen assisting this year	26		5	

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	
(a) Constructing dwellings	
(b) Remodeling dwellings	
(c) Installing sewage systems	
(d) Installing water systems	
(e) Installing heating systems	
(f) Providing needed storage space	55
(g) Rearranging or improving kitchens	
(A) Improving arrangement of rooms (other than kitchens)	70
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	300
(j) Selecting housefurnishings or equipment (other than electric)	18
(k) Improving housekeeping methods	
(l) Laundry arrangement	10
(m) Installing sanitary closets or outhouses	
(n) Screening or using other recommended methods of controlling flies or other insects	15
(o) Improving home grounds	
(p) Planting windbreaks or shelterbelts	

Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity	
107. Number of families assisted this year in—	
(a) Obtaining electricity	
(b) Selection or use of electric lights or home electrical equipment	10
(c) Using electricity for income-producing purposes	

Farm Buildings—Continued

108. Number of farmers assisted this year in—	
(a) The construction of farm buildings	
(b) Remodeling or repairing farm buildings	
(c) Selection or construction of farm-building equipment	

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—	
(a) The selection of mechanical equipment	
(b) Making more efficient use of mechanical equipment	
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	
111. Number of gin stands assisted this year in the better ginning of cotton	

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members, and older youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	41	35	11	2
(2) 4-H Club agents				
(3) Agricultural agents		1		
(4) State extension workers	1	1		
113. Number of communities in which work was conducted this year	12	12	6	
114. Number of voluntary local leaders or committeemen assisting this year	26	26	10	
115. Number of families assisted this year—				
(a) In improving diets				500
(b) With food preparation				450
(c) In improving food supply by making changes in home food production				
(1) Of vegetables				1200
(2) Of fruits				100
(3) Of meats				700
(4) Of milk				
(5) Of poultry and eggs				725
(d) With home butchering, meat cutting or curing				150
(e) With butter or cheese making				100
(f) With food-preservation problems				
(1) Canning				1000
(2) Freezing				
(3) Drying				1000
(4) Storing				500
(g) In producing and preserving home food supply according to annual food-supply budget				
(h) In canning according to a budget				150
(i) With child-feeding problems				
(j) In the prevention of colds and other common diseases				100
(k) With positive preventive measures to improve health (immunisation for typhoid, diphtheria, smallpox, etc.)				
(l) With first aid or home nursing				160
(m) In removing fire and accident hazards				150
116. Number of schools assisted this year in establishing or maintaining hot school lunches				
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and older youth		Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—	(1) Home demonstration agents	5	12	1	4
	(2) 4-H Club agents				
	(3) Agricultural agents				
	(4) State extension workers	2	2		
119. Number of communities in which work was conducted this year		3	6		6
120. Number of voluntary local leaders or committeemen assisting this year			5		

Home Management—Family Economics—Continued

121. Number of families assisted this year—
- (a) With time-management problems..... 1
 - (b) With home accounts.....
 - (c) With financial planning.....
 - (d) In improving use of credit for family living expenses.....
 - (e) In developing home industries as a means of supplementing income.....
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—
- (a) Food.....
 - (b) Clothing.....
 - (c) Housefurnishings and equipment.....
 - (d) General household supplies.....
123. Number of families assisted this year through cooperative associations¹ or individually, with the buying of—
- (a) Food.....
 - (b) Clothing.....
 - (c) Housefurnishings and equipment.....
 - (d) General household supplies.....
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications).....
125. Number of families assisted this year with "making versus buying" decisions..... 50
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living.....

Note.—Individual families and groups assisted with selling problems should be reported in column (j), page 9.

Clothing and Textiles—Continued

127. Number of families assisted this year with—
- (a) Clothing-construction problems..... 60
 - (b) The selection of clothing and textiles.....
 - (c) Care, renovation, remodeling of clothing..... 75
 - (d) Clothing accounts or budgets.....

Family Relations—Child Development—Continued

128. Number of families assisted this year—
- (a) With child-development and guidance problems.....
 - (b) In improving family relationships.....
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year.....
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men.....
- (b) Women.....
131. Number of children in families represented by such individuals.....

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation.....
133. Number of communities assisted this year in improving community recreational facilities.....
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs.....
135. Number of communities assisted this year in establishing—
- (a) Club or community house.....
 - (b) Permanent camp.....
 - (c) Community rest rooms.....
136. Number of communities assisted this year in providing library facilities.....
137. Number of school or other community grounds improved this year according to recommendations.....

¹ The home—its arrangement, equipment, and furnishings, including kitchen improvements and care of the home—is reported under "The home, furnishings and surroundings," p. 10.

² Includes question 123, also families buying through marketing cooperatives, organized or assisted, column (h), p. 9.

SUMMARY OF 4-H CLUB BOYS' AND GIRLS' PROJECTS

(One club member may engage in two or more projects. The sum of the projects is therefore greater than the number of different club members enrolled)

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)
138. Corn	72		9		76 1/2 Acres
139. Other cereals					Acres
140. Peanuts					Acres
141. Soybeans, field peas, alfalfa, and other legumes					Acres
142. Soil conservation and pasture improvement					Acres
143. Potatoes, Irish and sweet	1				Acres
144. Cotton					Acres
145. Tobacco					Acres
146. Fruits					Acres
147. Home gardens	6	146	2	104	20 Acres
148. Market gardens, truck and canning crops	10				3 1/2 Acres
149. Other crops					Acres
150. Poultry (including turkeys)	12	28	4	18	777 Birds
151. Dairy cattle	1				Animals
152. Beef cattle					Animals
153. Sheep					Animals
154. Swine	2021		21		1021 Animals
155. Horses and mules					Animals
156. Other livestock					Animals
157. Bees					Colonies
158. Beautification of home grounds					XXXXXXXXXXXXX
159. Forestry					Acres
160. Wildlife and nature study (rabbits, game, fur animals)					XXXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity					{ Articles made
					{ Articles repaired
162. Farm management					XXXXXXXXXXXXX
163. Food selection and preparation		17		15	{ 1060 Meals planned
					{ 8540 Meals served
164. Food preservation		176		117	{ 3070 Quarts canned
165. Health, home nursing, and first aid					XXXXXXXXXXXXX
166. Clothing					{ Garments made
					{ Garments remodeled
167. Home management					Units
168. Home furnishings and room improvement		176		118	{ 111 Rooms
					{ 340 Articles
169. Home industry, arts and crafts					Articles
170. Junior leadership		2		2	XXXXXXXXXXXXX
171. All others					XXXXXXXXXXXXX
172. Totals (see footnotes 2 and 3, p. 14)	7374	5651	40	500	XXXXXXXXXXXXX

CA had 5 clubs with 74 boys enrolled as above

374

4-H CLUB MEMBERSHIP

WORK WITH OLDER RURAL YOUTH

173. Number of 4-H Clubs. (Same as question 20) 14

174. Number of different 4-H Club members enrolled 176

175. Number of different 4-H Club members completing 118

176. Number of different 4-H Club members in school 176

177. Number of different 4-H Club members out of school 0

178. Number of different 4-H Club members from farm homes 390

179. Number of different 4-H Club members from nonfarm homes 107

Number of Different 4-H Club Members Enrolled:

180. By years	Boys	Girls	181. By sex	Boys	Girls
1st year	49	53	10 and under	1	16
2d	21	34	11	15	21
3d	8	19	12	13	28
4th	9	10	13	17	18
5th		10F	14	29	21
6th	3		15	8	10
7th			16	6	10
8th			17		
9th			18		
10th and over			19		

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—

- (a) Judging 7
- (b) Giving demonstrations 12
- (c) Recreational leadership 6
- (d) Music appreciation 176
- (e) Health
- (f) Fire and accident prevention
- (g) Wildlife conservation
- (h) Keeping personal records
- (i) Use of economic instruction

183. Number of 4-H Club members having health examination because of participation in the extension program

184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth (same as question 40)

186. Membership in such groups

187. Number of groups organized for extension work with older rural youth	In school	Out of school		Under 21		21-40 years		40 years and over	
		Unmarried	Married	(a)	(b)	(a)	(b)	(a)	(b)
(1) Young men									
(2) Young women									

188. Number of meetings of older rural youth extension groups

189. Total attendance at such meetings

190. Number of other older rural youth groups advised

191. Membership in such groups

192. Number of other rural youth not in extension or other youth groups advised

193. Total number of different young people contacted through the extension program for older rural youth. (Questions 189, 191, and 192, minus duplicates)

194. Clubs offering short-term projects of older youth	Under 20 years	20-29 years	30-39 years	40 years or over
(1) Citizenship, democracy, and public problems				
(2) Vocational guidance				
(3) Family life and social customs				
(4) Social and recreational activities				
(5) Community service activities				
(6) Technical agriculture				
(7) Technical home economics, including nutrition and health				

1 All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried. 2 Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollment reported on page 15, minus duplication due to the same boy or girl working on two or more subjects. 3 Same as footnote 2, except that reference is to completion instead of enrollment.

MISCELLANEOUS

(Report here all work, including war work, not properly included under any of the headings on preceding pages)

Include all work with adults, 4-H Club members, and older youth	Bees (a)	General-Insect insects ¹ (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			22
(2) 4-H Club agents			
(3) Agricultural agents			10
(4) State extension workers			
196. Number of communities in which work was conducted this year			
197. Number of voluntary local leaders or committeemen assisting this year			

SUMMARY OF CONTRIBUTION TO WAR EFFORT

It is desirable to bring together in one place the sum total of extension contribution to the several broad areas of war effort. It is assumed that all such work has been reported previously under appropriate headings.

War programs	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)	88		10
(2) Problems arising from new military camps, munitions plants, and war industries			
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)	12		
(4) Other war work (including collection of salvage material)	10		5

COOPERATION WITH OTHER FEDERAL AGENCIES

The purpose of this report is to bring together in one place the cooperation given other Federal agencies working with the rural people of the county. It is assumed that all such work has been reported previously under appropriate problems of the farm or home.

	War boards (a)	Civilian defense agency (b)	Employment service (c)	Agricultural Adjustment Administration (d)	Surplus Marketing Administration (e)	Soil Conservation Service (f)	Farm Security Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)
199. Days devoted to line of work by—										
(1) Home demonstration agents		22					1			3
(2) 4-H Club agents										
(3) Agricultural agents	5	3		35		10	1		10	
(4) State extension workers	1			4					1	
200. Number of communities in which work was conducted this year		12		18		8			10	
201. Number of voluntary local leaders or committeemen assisting this year	6					6			10	
202. Number of meetings participated in this year by extension workers	6	2		18			3			

¹ Include grasshoppers, army worms, chinch bugs, and other insects not reported under specific crop or livestock headings.

TERMINOLOGY

If extension reports are to convey the intended information, it is important that the terminology employed be that generally accepted by members of the extension teaching profession everywhere. Frequent use of extension terms is an obligation each extension worker owes to the other members of his or her profession. The following definitions have been approved by the United States Department of Agriculture and by the Association of Land-Grant Colleges and Universities.

Demonstrations or Extension Types

1. A community is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A supervisor is a farmer or housemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. Days in field should include all days spent on official duty other than "days in office."
4. Days in office should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. Demonstrations are contemplated in this report are of two kinds—method demonstrations and result demonstrations. A method demonstration is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to sow fruits and vegetables, mix spray materials, and cull poultry. A result demonstration is a demonstration conducted by a farmer, housemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.

The adoption of a farm or home practice resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.

6. A demonstration meeting is a meeting held to give a method demonstration or to start, suggest, or further a result demonstration.
7. A result demonstrator is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An extension school is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An extension short course differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A farm or home visit is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. Farmers (or justifies) assisted this year should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvement in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
12. A F-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
13. F-H Club members enrolled are those boys and girls who actually start the work outlined for the year.
14. F-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
15. A project leader, local leader, or committeeman is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A leader-training meeting is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. Letters written should include all original letters on official business. (Duplicated letters should not be included.)
18. An office call is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the substance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A plan of work is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An extension program is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. Reports consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. The older rural youth group is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and mostly 16 to 25 years of age.